

# Sanitary District of Decatur, Illinois

## Job Description

**Job Title:** Operator in Training

**Employee:**

**Exempt:** No

**Location:** Treatment Plant

**Shift:** Various

**Reports To:** Operations Supervisor

### **Summary:**

The Operator in Training will rotate through assignments with varying shifts of : 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> including weekends in order to become familiar with all aspects of the district operations for up to two years. At the completion of training the shift will be assigned based on the needs of the District and seniority.

### **Duties and Responsibilities:**

#### **(Other duties may be assigned)**

Reads and records meters and gauges or observes automatic recording devices at specified intervals to verify operating conditions.

Operates and visually inspects equipment such as pumps, valves, chemical feed systems, and gates.

Writes and/or completes preventative and/or repair work orders.

Performs preventative and/or repair work of process equipment.

Records shift activity in operator's logbooks and completes daily check sheets.

Assists plant operators and other departments with shut-downs, start-ups and maintenance activity.

Monitors the operation of the plant, interprets laboratory data and adjusts all aspects of the wastewater treatment process including preliminary, primary and secondary treatment, disinfection, land application and collection systems both manually in the field and via a computerized SCADA system.

Monitors and interprets alarms and takes appropriate action to resolve the reason for the alarm.

Checks for proper operation of all equipment in assigned work area.

Cleans and adjusts instrumentation.

Cleans tanks, weirs, screens, and buildings.

Operates sludge lagoon equipment and assists with land application of biosolids.

Recommends plant process adjustment and modifications.

General housekeeping.

Collects and analyze samples.

Fills in on any shift on any day with advanced notification as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

High School diploma or general education degree (GED) is required. Must have experience and working knowledge in the operation of computers. Experience in operating in a water, wastewater or an industrial facility is preferred, but not required.

**Language Skills:**

Must have the ability to read and comprehend simple instructions, short correspondence, and memos. Must have the ability to write simple correspondence. Must have the ability to effectively present information in one-on-one and small group situations.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

Must have the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations.

### **Certificates, Licenses, Registrations**

Illinois EPA Certificate of Competency as a Class 4 Wastewater Treatment Works Operator within two years of appointment. Must have a valid Illinois Driver's license.

Failure to successfully obtain or maintain required licenses will prevent advancement and could result in termination.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear and read. The employee is frequently required to stand, walk (non-paved areas), sit, climb, balance, and use hands to handle or feel, reach with hands and arms and smell. The employee is occasionally required to stoop, knee, crouch or crawl. The employee may also be required to enter confined spaces and navigate construction in progress areas.

The employee must lift or up to 50 pounds and occasionally lift or move 100 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception and ability to focus.

The employee must routinely perform tasks requiring good muscular coordination, alertness, physical strength, agility and stamina.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts, and in an environment typical of an activated sludge wastewater treatment plant facility. These conditions include; wet humid conditions (non-weather related), high precarious places, exposure to toxic and/or caustic conditions, risk of electrical shock, fumes, air borne particles and outdoor weather conditions. The employee occasionally works within areas where there is the danger of explosion, electrical shock, and vibration.

While performing the duties of this job the employee works in a variety of environments including outside; in and out of a vehicle; on a watercraft, in a control room and within the plant. These conditions are compliant with all OSHA regulations and include: incidental VOC's, temperature controlled work environment, insects and spiders and vagrant odors.

Although a large percent of this employee's time is inside he/she must have the ability to work outside in the most extreme of conditions year round.

The noise level in the work environment is usually loud to very loud.

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